



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL INTERESTED PERSONS

Job Classification

Administrative Coordinator

Posting Number

PN# 109227

Department

Health & Human Services Department

Division

Neighborhood Services

Section

Neighborhood Services

Reporting Location

8000 N Stadium Drive – 6th Floor

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

*Subject to change

ALL HEALTH DEPARTMENT EMPLOYEES ARE CONSIDERED TO BE ESSENTIAL PERSONNEL. DURING EMERGENCIES, EMPLOYEES ARE REQUIRED TO REPORT TO THEIR SUPERVISOR FOR DUTY ASSIGNMENTS AND SCHEDULING.

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs varied professional administrative functions associated with organizing the development and implementation of administrative and supervisory activities of the assigned department/division.

CORE FUNCTIONS

- May coordinate division/department financial operations, including budget planning, integration and oversight, project cost analysis, expenditure control and accounting procedures.
- May coordinate the planning, research, presentation, promotion and evaluation of special programs such as grants. May guide, train and evaluate staff.
- Prepares, edits and revises department/division correspondence; prepares, edits and revises procedures manuals. Plans, initiates and implements programs and services to meet the immediate and long-range needs of one or more city departments.
- Prepares speeches and/or remarks for the department/division head; assists as needed with news releases and public relations; responds to the press, officials, clients and the general public on more sensitive department/division issues.
- Assists the department/division in the effective discharge of responsibilities by furnishing analyses, appraisals, recommendations and information concerning the activities and programs reviewed.
- Participates in special projects as assigned by the department/division head.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Five years of administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

None.

PREFERENCES

- Grant writing experience.
- Knowledge of Family Health entitlement programs, especially Maternal and Child Health, Family Planning, and Dental.

SELECTION/SKILLS TESTS REQUIRED

None.

SAFETY IMPACT POSITION

☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GENERAL FUNDED POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 24

\$1,419 - \$2,677 Biweekly \$36,894 - \$69,602 Annually

OPENING DATE

March 1, 2006

CLOSING DATE

March 7, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer